

## Volunteer Annual Training

NAME (PRINT)	Contact Information Change? Y___ N___
Volunteer Location:	Days volunteered: M T W Th F Sat Sun

I understand, and accept the following topics and the Volunteer Handbook, [www.dayton.va.gov/giving](http://www.dayton.va.gov/giving).

\_\_\_\_\_  
Volunteer Signature (Date)

\_\_\_\_\_  
VAVS Staff Signature (Date)

**Volunteer Responsibilities:** Sign in every time you volunteer. If issue with log-in computer or no sign-in sheet call or email specialist.

- Report any incidents of concern and injuries. If injured notify supervisor and go to Occupational Health, Building 330 8C 121, or if more serious call 911.
- Annual Training Requirement
- Keep ID Badge Updated, return ID badge if no longer a volunteer

**Dress:** appropriate attire for service/section assigned, always wear ID, clean clothes

- No hats, shorts or open toed shoes may be worn in medical center

**Conduct and Cultural Diversity:** Able to interact with people from a wide variety of backgrounds and ages in a pleasant, caring manner, including Veterans, their family members, visitors, staff, and other volunteers.

- Offer assistance, do not assume it is needed
- Must be flexible in the acceptance of different lifestyles, cultural and religious orientations, resisting the temptation to impose own values on the Veteran and family.
- No open criticism of the Medical Center or program, staff member/volunteer while on duty. Criticism should be discussed in private with supervisor or Voluntary Services Staff.
- Accept assignments/suggestions graciously and cooperatively.

**Rules & Ethics:** No gifts from patients; no money exchange; do not give food/drink

**Workplace Violence:** Zero Tolerance

**Sexual Harassment:** Zero Tolerance, employees, volunteers, visitors, patients.

- Unwelcomed comments, gestures, physical contact or sexual contact.
- Report immediately to supervisor or Voluntary Service staff

**Smoking Policy:** Smoke free and tobacco free campus-No smoking allowed on VA Campus

**Technology:** Computers and telephones business use only, do not plug in to computers

**Parking:** Volunteer designated parking by building 305; Welcome to park anywhere that isn't marked; Valet Parking; Need to get parking permit after ID badge received

**HIPPA:** Patient privacy/confidentiality; no taking photos, do not discuss patient information, directory information. Report incidents of incidental or purposeful releases of information.

**Safety:** Equipment malfunctions, fire, Overhead Alarms and code meanings

- Police/Fire Emergency phone: 3333, Medical Emergency phone: 5555
- Active Threat-Evacuate, Evade, Engage

**Infection Control/Hygienic Standard:**

- Maintain personal hygiene, clothing, hair. Frequent handwashing/use of hand sanitizers
- Flu shot (free to volunteers) is encouraged or mask must be worn
- Do not volunteer if ill
- Food must be from inspected industrial kitchen and served with gloves(changed frequently)
- Do not enter Contact Precaution and Enhanced Barrier Rooms
- Report or clean all spills

**Suicide Prevention:**

- Veterans Crisis Line-1.800.273.8255 Press 1